

SUBJECT: FY 00 Guidance on Voluntary Early Retirement Authority (VERA)

POSTED: December 1999

REFERENCES:

(1) OASA (M&RA) memorandum, Subject: FY 00/01 Civilian Execution Plan, 5 April, 1999. [Address: <http://cpol.army.mil>, select "Army Civilian Personnel Management Library," select "Army Regulations, Policy and Guidance," select "Messages & Memorandums," select "Recruitment and Placement," scroll to #6 "RIF/VERA/VSIP" and select this message]

(2) Public Law 105-174, the 1998 Supplemental Appropriations and Receptions Act, Chapter 7, § 7001. [Address: <http://cpol.army.mil>, select "Links to Other Sites," select "Congress," select 105th (1997-98) under "Public Laws By Law Number:" select "105-151 - 105-187," scroll to "174.," select "H. R. 3579" next to "174," select "Text" after "Public Law 105-174 (05/01/98), select "continue"]

(3) Federal Register, Volume 64, No. 191, effective October 4, 1999, through September 30, 2000, and 5 CFR §§ 831.114 and 842.213. [Address: <http://cpol.army.mil>, select "Links to Other Sites," select "Office of Personnel Management," select "Federal Register," at the end of June 15, 1998: VERA; Interim Rule, depress "PDF," select "Open it," select "OK"]

(4) Public Law 106-58, The 1999 Treasury and General Government Appropriations Act, FY 2000 [Address: <http://cpol.army.mil>, select "Links to Other Sites," select "Congress," select 106th (1999-2000) under "Public Laws by Law Number:," "Select" 106-51 – 106-68" scroll to "58.," select "H.R. 2490" next to "58," select "text" after "Public Law_106-58, select "continue"]

(5) 5 USC § 8336(d)(2). [Address: <http://cpol.army.mil>, select "Army Civilian Personnel Management Library," select "Title 5 USC," select "Chapter. 83"]

(6) 5 USC 8414(b)(1)(B). [Address: <http://cpol.army.mil>, select "Army Civilian Personnel Management Library," select "Title 5 USC," select "Chapter. 84"]

(7) 5 CFR 351.602, Prohibitions. [Access like reference (4), instead type "5 351 602," then "retrieve"]

(8) DOD PPP Operations Manual, July 1998, Chapter 4, paragraph C2K.

(9) 5 USC §5597(b). [Address: <http://cpol.army.mil>, select "Army Civilian Personnel Management Library," select "Title 5 USC," select "Chapter. 55"]

(10) OSD Memorandum, Subject: Civilian Assistance and Re-Employment (CARE) Program Implementing Instruction, June 1, 1993

(11) DOD Civilian Personnel Manual, Chapter 16, Subchapter 7, Civilian Assistance and Re-Employment (CARE) Program

(12) OSD Memorandum, Subject: Non-Federal Hiring Incentive, August 25, 1995

(13) Public Law 105-85, November 18, 1997. [Address: <http://cpol.army>, select "Links to Other Sites," select "Congress," select 105th (1997-98) under "Public Laws By Law Number:," select "105-51 – 105-100," scroll to "85.," select "H.R. 1119" next to "85," select "Text" after "Public Law 105-85 (11.18.97), select "continue"]

(14) OSD Memorandum, "Subject Planning and Conducting Reductions In Force (RIFs) to Implement A-76 Cost Competition Study Decisions", September 3, 1999

This guidance provides VERA requirements and formats pertaining to submission of requests for Voluntary Early Retirement Authority (VERA) for use to September 30, 2000. The guidance is based on information received from the Office, Secretary of Defense (OSD) dated October 7, 1999.

VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA)

AUTHORIZATION.

a. Public Law 106-58, the Treasury and General Government Appropriations Act, FY 2000, § 651, restored VERA regulatory authority to the Office of Personnel Management (OPM). The Office of the Secretary of Defense (OSD) requested and received agency authority to approve early retirements during FY 2000 under the restored OPM authority.

b. OPM published an interim rule with request for comments at 64 Federal Register 53581, with an effective date of October 4, 1999. The interim rule has no expiration date. The comment period closes December 3, 1999. The OPM interim regulations made a conforming revision to 5 Code of Federal Regulations (CFR) § 831.114, for Civilian Service Retirement System (CSRS) and 5 CFR § 842.213, for Federal Employee Retirement System (FERS).

c. OPM has determined that the Department of Defense (DOD) is undergoing a major reorganization and major reduction in force (RIF). Because of this determination, OPM authorized the use of VERA to DOD under 5 United States Code (USC) 8336(d)(2), 5 USC 8414(b)(1)(B), and § 7001, Public Law 105-174 (as amended). OSD has VERA approval authority from OPM for FY 00. Early retirements are authorized for eligible DOD employees under 5 CFR §§ 831.114 and 842.213, subject to offers made by DOD activities under approved authorities. OSD may not redelegate its OPM VERA approval authority to DOD components.

d. The use of VERA is limited to activities undergoing a major reorganization, a major reduction in force (RIF), or major transfer of function (TOF). The burden of proof rests with the requesters to show that one of those situations will be

occurring. If an activity is advising its employees that a no-RIF, no-reorganization, or no-TOF policy/plan exists, then there is no compelling reason/need for requesting VERA. A RIF, reorganization or TOF without involuntary separations or demotions is not a basis for requesting VERA.

e. OPM may suspend or terminate the authority if it determines that the agency is no longer undergoing the major reorganization, major RIF, or major TOF which formed the basis for OPM's approval of the authority; if the agency is not in compliance with the reporting requirements or reporting schedule provided to the agency; or to ensure that early retirement programs are operated in a manner which is consistent with applicable laws or regulatory requirements.

LEGISLATION. Public Law 106-58, was signed by The President on September 29, 1999. Section 651 of the law makes permanent the “targeted” voluntary early retirement authority (VERA) provided by sec. 7001 of the FY 1998 Supplemental Appropriations Act (Public Law 105-174). It also repeals the VERA authority contained in section 1109 of the FY 1999 National Defense Authorization Act (Public Law 105-261) which was to have become effective on October 1, 2000.

LABOR RELATIONS. Should these guidelines modify conditions of employment for your bargaining unit employees, you are reminded of your labor relation’s obligation to notify your union(s) of these changes and afford them an opportunity to request negotiations. Questions concerning your labor relations obligations can be raised through command channels to David Helmer at DSN-225-4011 or (703) 695-4011.

ADVANCED RIF PLANNING. Before requesting VERA, activities are expected to have first considered alternative actions of minimizing and/or avoiding a RIF (e.g., instituting hiring limitations, providing career transition assistance, registering early in the Priority Placement Program and other placement programs, and using incentives, as appropriate, and voluntary losses). The temporary work force must also be used as a reduction tool. Used wisely, the temporary work force can lessen the impact, thus project release as an alternative to RIF/TOF. Explain how the temporary work force, including any intermittent employees, will be used to minimize/prevent the RIF or TOF. Integrate all of these approaches into your planning and explain/indicate how you will make use of these strategies.

RIF NOTIFICATION.

a. Follow the requirements provided in the current Civilian Execution Plan in the memorandum of April 5, 1999, subject: FY 00/01 Civilian Execution Plan,

signed by the Deputy Assistant Secretary of the Army (Civilian Personnel Policy) and the Acting Deputy Assistant Secretary of the Army (Force Management, Manpower and Resources).

b. The following includes the revised Realignment Fact Sheet/VERA request previously provided in the April 5, 1999 memorandum.

VERA REQUESTS. All VERA requests must adhere to the procedures delineated below. These OPM/OSD/HQDA guidelines are in effect until September 30, 2000. All requests require OSD approval. No VERA offers may be made prior to the receipt of OSD approval. Each activity having a genuine need for VERA must submit its request by completing an individual Realignment Fact Sheet (RFS)/VERA Request and Civilian Execution Plan (or updating its previously submitted plan). The RFS/VERA Request must be submitted through command channels to HQDA for the Civilian Assistance/Re-Employment (CARE) Division at OSD. See Enclosure 2 for complete directions

OSD APPROVAL. Requests for new VERAs, amendments to OSD-approved authorities and requests to terminate OSD-approved early retirement authorities will be acted on by the CARE Division. Each activity must submit its request for VERA through command channels to HQDA for processing. Upon HQDA review and endorsement of a request, HQDA will seek VERA approval from OSD for that particular request.

PERMISSIBLE TARGETING OF EARLY OUTS. Activities may manage early retirement offers by:

- a. Targeting occupational series or level(s), i. e., grade(s).
- b. Identifying the organizational unit(s) where retirements will be allowed. A request may cover more than one organizational element.
- c. Identifying the geographic area(s) where retirements will be allowed. A request may cover more than one geographical location.
- d. Identifying opportunity window(s) during which the retirements will be allowed.
- e. Using nonpersonal and objective factors.
- f. Any combination of the above

PERMISSIBLE LIMITS ON VERA WINDOWS.

a. An activity may limit window periods only by an established opening and closing date which is announced to employees at the time of the initial offer or by receipt of a specified number of applications for retirement, provided that at the time of the initial offer, the agency notified employees that the agency retained the right to limit voluntary early retirements on that basis.

b. The activity may subsequently establish a revised closing date, or a revised number of applications, only when changes in the conditions that served as the basis for the approval of the voluntary early retirement authority have occurred. The revised closing date, or number of applications, may be applicable to the entire authority, or only to employees in specific organizational unit(s), occupational series or level(s) or geographic area(s).

c. Activities must submit requests to amend exiting authorities through HQDA in advance of any revisions.

PROHIBITIONS. Effective September 29, 1999, the law prohibits VERA for employees:

a. Who have not been on DOD rolls continuously since August 29, 1999, i.e., 31 days prior to September 29, 1999, the date DOD authority was requested from OPM. DOD is the agency. Per OSD/OPM, no waiver to the 31-day statutory requirement may be granted. OPM cannot waive that requirement.

b. On time-limited appointments -- temporary and term.

c. With a final notice of involuntary separation for misconduct or performance.

Agency managers or employees must not exercise any coercion against an employee who is eligible to retire.

ORDER OF APPROVAL. Subject to any bargaining obligations, the use of approved nonpersonal and objective factors may be implemented to determine order of approval, e. g., leave service computation date. Non Personnel factors will be included in the VERA announcement to the workforce.

RELEASE DATE OF EARLY RETIREES.

a. Retiring employees must be off the rolls by the expiration or termination date of the approved authority. A VERA recipient may not be retained in a duty status after the effective date of the respective RIF for any reason. No extended separation release date is authorized.

b. The prohibition of using an extended separation release date also applies to Base Realignment and Closure (BRAC) sites. If a BRAC site's VERA terminates on the RIF effective date, which happens to occur prior to the closure date, the employees must be off the rolls by the ending date of the VERA. Separating contingency work force members remaining after closure will require additional RIF and VERA approvals. Follow RIF procedures.

RFS/VERA REQUEST CONTENT.

General.

a. To preclude delays and establish standard requirements, requests, including those for amendments, should contain all of the information detailed in the RFS/VERA Request format provided below. The information provided must clearly delineate the scope (e. g., organization, geographic location, occupation, timeframe) and the nature (e. g., opportunity period(s) and total number of early retirements required) of that request. This information is critical in assessing the request. HQDA will return your RFS/VERA Request without action if the request does not contain adequate or complete information. Also, an RFS/VERA Request will be returned to the command without action by HQDA if the request is inconsistent with the command's Civilian Execution Plan, or if a Civilian Execution Plan has not been submitted. See memorandum; subject FY00/01 Civilian Execution Plan, of April 5, 1999.

b. Activities do not have to meet the percentage requirements to qualify for VERA since OSD has met these conditions from an overall perspective.

c. VERA OR VSIP. VERA is an option that is available either singly or jointly with VSIP. As cited in the DOD Civilian Personnel Manual, VSIP will be offered at any time and/or at any location where the acceptance of an incentive will result in aggregate net savings over a two-year period, and where such savings avoid civilian involuntary separations. It further states that VSIP will be offered at least 30 days before RIF notices are issued at DOD installations undergoing RIF or closure where the acceptance of an incentive will avoid or minimize the need for involuntary separations.

d. The results of a VERA should, as a minimum, reflect one employee saved from separation, demotion, or relocation to a different commuting area, under RIF procedures, for each early retiree.

Specific Requests.

The following guidance provides assistance in the preparation of specific requests:

a. Only employees on DOD rolls continuously since August 29, 1999 are eligible to receive a VERA. This is a statutory requirement; it cannot be waived by OPM or DoD.

b. Employees who are on time-limited appointments (Temporary and Term) may not be given a VERA offer. Employees who are in receipt of a final notice of involuntary separation for misconduct or performance may not be given a VERA offer.

c. To be eligible to retire under a voluntary early retirement authority, by the date of separation an employee must complete at least 20 years of creditable service and be at least age 50, or complete at least 25 years of creditable service, regardless of age. In addition, the employee must serve in a position covered by an offer by the agency; service during a time period designated by the agency in which voluntary early retirements are offered; apply during the designated window period and receive approval from the agency making the offer of early retirement. The employee must not be disqualified by any of the eligibility restrictions listed above.

d. The request may be based on occupational series or grade, as well as organizational, geographical, and nonpersonal factors, or any combination of these factors. It may cover more than one organizational element and more than one geographical location. (Refer to paragraph titled "Permissible Targeting of Early Outs," above.)

e. Multiple opportunity periods (windows) may be used to more closely meet organizational needs. New regulations delineate and authorize the continued use of opportunity windows under certain conditions. (Opportunity windows are multiple VERA solicitation and approval periods within the overall authority timeframe/opportunity period. They are controlled by management to more closely align VERA use with organizational needs.)

(1) An approved request for twenty-five early retirements for example, need not be used at one time. The organization may choose to open one opportunity period or several opportunity windows to achieve twenty-five total retirements within its overall authority. For example, five applications could be solicited and approved during each of five different opportunity windows in order to reach the desired total.

(2) When multiple opportunity windows are used, the covered employees must be informed, by an announcement made prior to receipt of applications, of these limitations and the separate opportunity windows which may not exceed the time limits of the overall authority. In the event that approved nonpersonal factors, other than leave service computation date, are used to determine early retirement eligibility, these factors must be included in the announcement.

(3) On an OSD-approved authority, if the activity specified the use of multiple opportunity windows in its original request, it may manage these windows by establishing opening and closing dates or by prescribing limits on the number of VERA offers when these controls are announced prior to the opening of the respective window. Once a window is announced, the time period, the number of applications authorized, or the use of any announced nonpersonal factors can only be modified when the circumstances used to justify the VERA request have changed significantly. Any such modifications will require notification to the affected employees. These revisions may be applicable to the entire authority or only to employees in specific organizational units, occupations or geographic areas.

(4) Activities may manage the windows if OSD delegates the authority to do so. Any modifications to the total number of early retirements that will be authorized or the use of nonpersonal factors (other than service computation for leave) which were identified on the original VERA request must be approved through OSD via an amendment. If approved, the employees must be notified in advance of application, of such changes.

(5) General announcement of a single opportunity period should indicate the dates for opening and closing, the number of anticipated VERAs, and any approved nonpersonal factors being considered.

(6) The request for this authority must specify that multiple opportunity windows are anticipated in reaching the early retirement goal.

f. The total number of early retirements requested may not exceed the projected number of separations or demotions that will occur if VERA is not authorized or used. Additionally, the total number of early retirements requested may not exceed the number of VERA eligibles within the scope of the VERA authority requested.

g. The time frame for a specific request may not exceed the end of FY00.

h. Multiple, specific requests may be batched for ease of administration and processing, e. g, one cover letter transmitting multiple requests for VERA. A batch request should clearly identify each VERA authority required.

i. When a Fiscal Year 00 approved authority must be modified, an abbreviated request for an amendment specifying only information relating to the new requirements may be submitted using the procedures specified in this guidance. Significant new requirements may necessitate submission of a request for a new authority.

RFS/VERA REQUEST FORM. Complete this form for activity(ies) with RIF contingency planning underway or with firm RIF plans. Details of an activity's situation can be specifically explained on the form. We have streamlined the RIF reporting and VERA requests processes. If you are requesting VERA in conjunction with a RIF, follow the Realignment Fact Sheet /VERA Request Instructions and complete the Realignment Fact Sheet And VERA Request forms. After HQDA staff review and acceptance of your Civilian Execution Plan, we will forward your VERA request to OSD for approval. In accordance with OPM regulations, your VERA request must include the date on which the activity expects to involuntarily separate employees as a result of the major RIF, reorganization, or Transfer Of Function (TOF). A TOF must result in separation under RIF. Declining a TOF is not grounds for VERA eligibility. When an overage of employees' results due to the TOF and a RIF is planned, then VERA may be appropriate. When a RIF involving 50 or more involuntary separations is projected or a TOF outside of the commuting area, relocating 50 or more employees is planned, the above mentioned documents as well as the following documents must be submitted: an Information for Members of Congress sheet, a Record of Environmental Consideration, an Equal Employment Opportunity Assessment, a draft Press Release, and a Question and Answer sheet. Prepare these documents in the same manner and format followed in previous years. Contact Mr. Dale Ridderhoff, (703) 325-9972 or DSN 221-9972, if you need samples. We will act on these submissions to obtain the necessary Army/OSD clearances for the RIF. Submit updates to the Civilian Execution Plan for FY 00/01 and an updated (or new) RFS/VERA Request Form for the activity(ies) at which a change in status occurs.

Updates are required in the following situations:

- a. An activity engaged in RIF contingency planning determines that there is a definite need for a RIF and identifies a proposed RIF effective date;
- b. An activity determines that there is no longer a requirement for a RIF or discontinues RIF contingency planning;
- c. A planned RIF has been effected; and
- d. Whenever a request for VERA is submitted.

Updates to your plan must be submitted promptly as changes occur. The paper update of your Civilian Execution Plan will not eliminate the need to immediately advise SAMR-CPP by telephone in all instances when RIF contingency planning first begins at an activity

EXPIRATION OF VERA. VERA authorities terminate on or before the RIF effective date. To terminate or amend VERAs, submit the appropriate documentation following the guidelines provided above, through command channels, and mail or fax to the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), Policy and Program Development Division, ATTN: SAMR-CPP-SM, Hoffman II, 200 Stovall Street, Alexandria, VA 22332-0340, DSN 221-5011/COM (703) 325-5011, for HQDA review and processing to the CARE Division.

REPORTING REQUIREMENTS/VERA REPORT FORMAT.

a. Information from VERA close-out reports are not only used by OSD, but also by OPM to track and evaluate trends, help anticipate staffing needs in OPM's Retirement and Insurance Service (to allow prompt processing of retirement applications), and to meet other reporting requirements. Consequently, they are essential to compiling reporting data and developing background information for OPM. OPM may suspend or terminate VERA approval authority for failure to comply with reporting deadlines or requirements.

b. HQDA and OSD monitor VERA records to ensure submission of closeout reports. A final report must be forwarded through command channels to HQDA to the CARE Division not later than thirty days following the expiration or termination of the delegated authority. Negative reports are required -- submit a completed final closeout report even if the authority was not used or even if there was no early retirement activity under the authority. Some MACOMs/IRAs have overdue closeout VERA reports. Normally, new VERA requests will be processed for MACOMs/IRAs whose activities have overdue closeout reports. The attached report format must be used. Do not use any old reporting format with new authority reports.

VOLUNTARY SEPARATION INCENTIVE PAY (VSIP) AND VERA.

a. VSIP (buyout) procedures remain the same. Targeting of buyouts based on occupational series and grades continues to be an effective management tool. Employees who receive VSIP may or may not be the same as those who retire under VERA.

b. Under Public Law 105-85, November 18, 1997, the DOD must pay 15 percent of the final, annual basic pay of an employee who receives a voluntary separation incentive. (VSIP) paid on or after October 1, 1997 to the Civil Service Retirement and Disability Fund (CSRDF). This applies to an employee covered by the Civilian Service Retirement System (CSRS) or Federal Employees Retirement System (FERS), regardless of the type of buyout separation. The 15% contribution

does not apply to any early retirements without a voluntary separation incentive payment.

EXPANDED VSIP PROGRAM (VSIP PHASE II) AND VERA

Under DOD's authority, activities may use VERA in conjunction with the Expanded VSIP Program (VSIP Phase II). Activities offering VSIP and VERA in conjunction with the expanded program will use Authority Number 2000-004-999 through FY 2000. VERA in conjunction with Expanded VSIP is pre-approved and no request is required.

ENCOSURE 1

CIVILIAN EXECUTION PLAN (PART II)

REALIGNMENT FACT SHEET/VERA REQUEST INSTRUCTIONS

General Information:

- a. These guidelines supersede and consolidate prior civilian reduction reporting requirements for the Realignment Fact Sheet and VERA Request.
- b. All activities reducing authorized strength OR anticipating a reduction in force (RIF) during the fiscal year (FY) will complete, and update as needed, a Realignment Fact Sheet (RFS). Realignment Fact Sheets are not required from activities whose strength is not decreasing and who do not anticipate a RIF throughout the Fiscal Year (FY). MACOM coordination/reconciliation must be accomplished before posting the reduction data.
- c. Complete a separate RFS/VERA request for every affected competitive area.
- d. Attach the narratives to the affected documents (i.e., VERA request, RFS, etc)

PART I. Realignment Fact Sheet and VERA Request General Information Instructions.

- a. Instructions are provided only for those entries that are not self-explanatory.
- b. Entry 7. General Information. Report the number of employees who are in the UIC as follows:
 - (1) Not in the competitive area
 - (2) In the competitive area
 - (3) In the unit/activity/organization where VERA is applied. Item (2a on the Realignment Fact Sheet)
- c. Entry 8, General Information. Specify the status of the plan by inserting one of the following codes:
 - (1) "C" when the reduction is in the contingency or planning stages and it is unknown whether or not a RIF will be needed.
 - (2) "N" when it is known that a RIF will not be needed to reduce to the target level.
 - (3) "R" when it is expected that a RIF/VERA is needed to effect the reductions.
- d. Entry 9, General Information. Identify the reason for the reduction by entering one of the following codes:
 - (1) Enter "BRAC" when the reduction is the result of a Base Realignment and Closure (BRAC) action. Use this entry for all RIFs (to include those resulting from TOFs) that are the result of a BRAC action.

(2) Enter "A-76" when the reduction is the result of the implementation of a commercial activity/privatization decision.

(3) Enter "TOF" when the reduction results from a Transfer of Function (not caused by a BRAC action).

(4) Enter "M" when the reduction is the result of a reduction in funding and/or manpower authorizations not more specifically attributable to one of the reasons listed above.

(5) Enter "Other" when the reduction is for reasons not covered by one of the more specific codes. Provide a narrative explanation of the reasons for the reduction or RIF.

e. Entry 10, General Information. Actual personnel strength data should normally correspond to the number of employees in the activity UICs as shown in the SF 113A Strength Report as of the date of the worksheet. In the event that the actual permanent strength varies significantly from that reported on the SF-113A (i.e., by a difference of 5% or more), identify the source or office that is certifying the actual activity strength and provide a brief explanation or rationale for the variation. Intermittent employees not shown on the SF 113A need to be reported narratively.

f. Entry 11, General Information. Specify whether target strength and losses/acquisitions are projected through the end of the FY or through the effective date of the RIF. Losses/acquisitions should be projected through the end of the FY when reducing to meet year-end strength goals. This ensures that all normal attrition can be used to minimize the adverse impact of the reduction. In the event that a specific reduction target must be met prior to end of the FY, report target strength and losses/acquisitions projected through the effective date of the RIF. Provide a narrative explanation of the reasons why RIF effective date data rather than end FY data must be used.

ENCLOSURE 2

REALIGNMENT FACT SHEET AND VERA REQUEST

General Information:

1. Reporting Installation:
2. Activity/Organization Undergoing Reduction (comprises a single competitive area):
3. Activity/Organization's MACOM:
4. Activity's installation name (if different than #1 above):
5. Activity geographical locations:
6. Activity ROC/UICs:
7. Number of Employees Assigned to the UICs:
 - a. Not in the competitive area
 - b. In the competitive area
 - c. In the area unit/activity/organization where VERA is applied.
8. Reduction Status Code:
9. Reduction Reason Code:
10. Effective Date of Reported Data:
11. Target Data and Losses/Accessions are Projected Through (check appropriate box):
 - a. The End FY:
 - b. The RIF Effective Date (provide explanation):
12. Projected RIF Separations after VERA (provide projection and explanation if other than RFS entries 2f minus 3c):

PART II. Realignment Fact Sheet Instructions:

- a. Instructions are provided only for those entries that are not self-explanatory.
- b. Entry 2c. Transfers Outside the CA. CA refers to the competitive area.
- c. Entry 2d - Other Voluntary Losses. Temporary and term employees whose appointments expire before the end of the FY (or effective date of the RIF, see paragraph f, General Information Instructions) and temporary employees who are to be separated prior to the expiration date of their appointments are also included in this entry.

d. Entry 2g - Other Involuntary Losses. Projected separations through adverse action procedures and discontinued service and disability retirements are also included in this entry.

PART III. Narrative Explanation. Include a narrative explanation if any of the following conditions exist:

a. If the number of projected personnel reductions is equal to or less than 5% of the permanent On-Board Strength prior to the action, explain why normal attrition will not work to achieve the necessary reductions. Explain why/how RIF/VERA is needed to accomplish the reductions. If temporary employees will remain after the reduction action, explain why they are essential.

b. If the Reduction Status Code is "R" indicating that a RIF is needed, provide a detailed explanation of the reasons for the RIF.

c. If there are vacant positions after completion of the action (RFS Entry 1g), explain why they were not/cannot be used to place the surplus employees.

d. Provide an explanation if RFS entry 3c does not equal entry 3d.

e. Provide an explanation if there is an entry other than zero in entry 6, VERA Request. A positive entry is indicative of an improper use of VERA.

f. Normally, to preclude under-execution 1e, 2b and 2j will be the same number. When this is not the case, provide a narrative explanation of the variances.

REALIGNMENT FACT SHEET

RIF Notification Only _____
RIF/VERA Request _____

Position Impact

1. Number of Positions:	Permanent	Term	Temporary	Total
a. Authorized Prior to Action				
b. Minus – Abolished By Action				
c. Minus – Transferred from Activity				
d. Plus – Transferred into Activity				
e. Equals – Authorized After Action				
Other Position Information:				
f. Vacant Prior to Action				
g. Projected Vacancies				

Personnel Impact

2. Number of Employees	Permanent	Term	Temporary	Total
a. On-Board Prior to Action				
b. Target Strength				
Projected Attrition:				
c. TOF Transfers outside CA				
d. Plus - Other Voluntary Losses				
e. Equals – Normal Attrition W/O VERA				
Projected Involuntary Losses:				
f. Separation-RIF (W/O VERA)				
g. Plus - Other Involuntary Losses				
h. Equals – Total Involuntary Losses (W/O VERA)				
i. Projected Accessions:				
j. Projected End Strength: 2a minus 2e minus 2h plus 2i				
3. Other Projected Information				
a. Changes to Lower Grade (W/O VERA)				
b. VERA Eligibles (after normal attrition, 2e)				
c. VERA Separations				
d. Employees not separated/demoted due to VERA				

4. Projected RIF Letter Issue Date: _____ 5. Projected RIF Effective Date: _____
6. Projected TOF Letter Issue Date: _____ 7. Projected TOF Effective Date: _____

ENCLOSURE 3

VERA REQUEST

1. **Justification:** State the reasons for the RIF and why the VERA is needed, including a detailed explanation of the organization's personnel and budgetary situation resulting in surplus civilian personnel. (If this is an amendment, specify the authority that is being amended, describe the reasons for the amendment and provide information below relating only to the new requirements).

2. **Scope and Nature of Request:**

a. Area of Application: Specify the organizational unit(s), geographical area(s), occupational series or level(s), or other nonpersonal factor(s) to which the VERA will apply. If occupational series or level(s) are not going to be targeted, indicate that VERA will be extended to all employees within the specified area.

b. Timeframes:

(1) Provide the starting and ending dates for the requested authority.

(2) Specify whether a single window or multiple windows will be used.

(a) If a single window is used cite the following in the request: "Request authority to control the timing of the window and the total number of VERAs during the window".

(b) If multiple windows will be used cite the following in the request: "Request authority to control the timing of the windows, the number of windows and the total number of VERAs per window."

(c) Identify any non-personal factors (e.g., service computation date) that will be used to manage the approval of applications.

3. **RIF Effective Date (RFS Entry 5):**

4. **Employee Information:** (Within the specified area of application)

- a. Total Number of Permanent Employees (RFS Entry 2a)
- b. Total Number of Term/Temporary Employees (RFS Entry 2a)
- c. Attrition - Permanent Employee* (RFS Entry 2e)
- d. SES/Equivalent Positions Affected

5. **Permanent Employee Information after Attrition:**

- a. Separated By RIF: (RFS Entry 2f)
- b. Demoted: (RFS Entry 3a)
- c. Eligible for VERA: (RFS Entry 3b)
- d. Accept VERA: (RFS Entry 3c)
- e. Not Separated/Demoted due to VERA (RFS Entry 3d)

6. Projected number of early retirements that will not avoid RIF separation or downgrades (i.e., projected number of new employees placed in vacancies created by VERA):
7. Any outstanding early retirement reports from previous authorities granted by the Department of Defense/Office of Personnel Management:
8. Name, title, telephone number, fax number, and email address of the organizational contact for the requested VERA.

*Include the following footnote if projected attrition is through the end of the FY (Entry 11, General Information). Delete this footnote if projected attrition is through the RIF effective date. "Army generally administers reductions on an annual basis. Permanent attrition through the end of the FY better reflects Army's need for VERA to minimize RIF separations in this action."

Forward the VERA request through command channels to HQDA for processing to the Defense Civilian Personnel Management Service, CARE Division, Suite B-200, 1400 Key Boulevard, Arlington, VA 22209-5144.

ENCLOSURE 4

VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA) **REPORT FORMAT**

A final report is due no later than 30 days after the expiration or termination of the VERA. Completed reports should be forwarded through command channels to HQDA for transmitting to the Defense Civilian Personnel Management Service, CARE Division, 1400 Key Boulevard, Suite B-200, Arlington, VA 22209-5144.

Supporting Civilian Personnel Office:

Voluntary Early Retirement Authority Number:

1. Number of voluntary early retirements – VSIP paid:

- (a) Total early retirees: _____
- (b) Average age of early retirees: _____
- (c) Average grade of early retirees: _____
- (d) Average amount of VSIP: _____

2. Number of voluntary early retirements – no VSIP paid:

- (a) Total early retirees: _____
- (b) Average age of early retirees: _____
- (c) Average grade of early retirees: _____

3. If RIF was used, number of employees affected:

- (a) Total RIF separations: _____
- (b) Total RIF downgrades: _____
- (c) Total RIF reassignments: _____

4. Attrition other than VERA:

- (a) Retirements: _____
- (b) Resignations: _____
- (c) Transfers: _____
- (d) Other: _____
- (e) Total: _____

5. Number of employees eligible for early retirement who were offered an opportunity to retire under this authority: _____

6. Number of new employees placed in vacancies created by VERA: _____



index.htmlAR690-950 index	http://cpol.army.mil/ CPOL HOME	ArmyRegs Index /library/armyregs/
---	---	---